

Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

SECRETARY FOR RESOURCES
P.O.BOX 944246
SACRAMENTO, CA 94244-2460



| | |
|----------------------|-------------------|
| Employee Name | CHRISMAN, MIKE |
| Expense Dates | 06/11/09-06/12/09 |
| Total Expense Amount | 293.93 |
| Amount Due Employee | 293.93 |
| Form ID | TEA000467983 |

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

| Date | Expense Item | Amount | If not submitted - Explain |
|----------|--------------|--------|----------------------------|
| 1) 06/11 | Lodging | 91.63 | |

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

PATRICK KEMP

Travel & Expense Account Summary

Employee Name MIKE CHRISMAN
Expense Dates 06/11/09-06/12/09
Report Name Stewardship Council/SJVP

Request Total \$ 293.93
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 293.93

| Trip Totals | | |
|-----------------------|------------------|--------------|
| Trip/Expense Category | Trip Name | Total Amount |
| Regular Travel | Stewardship/SJVP | 293.93 |

NOTE: (d)=Direct Charge

| DATE | Thu Jun 11 | Fri Jun 12 | | | | | | | | TOTAL |
|---------------------------|---------------|---------------|--|--|--|--|--|--|--|--------|
| Parking, Auto | 6.00 | | | | | | | | | 6.00 |
| Breakfast | 6.00 | 6.00 | | | | | | | | 12.00 |
| Lunch | 10.00 | 10.00 | | | | | | | | 20.00 |
| Dinner | 18.00 | | | | | | | | | 18.00 |
| Lodging | 91.63 | | | | | | | | | 91.63 |
| Mileage, Personal Auto | 73.15 | 73.15 | | | | | | | | 146.30 |
| TOTALS \$ | 204.78 | 89.15 | | | | | | | | 293.93 |